

Brookthorpe Village Hall (Registered Charity Number 301479)

Conditions of Hire

1. Booking Procedure

- a. Following an initial enquiry the Conditions of Hire will be forwarded to the person concerned. Should a booking wished to be made then the Conditions of Hire must be acknowledged and agreement to the terms indicated.
- b. Once this has been completed the booking, together with costs, will be confirmed.
- c. After making a booking, hirers are asked to forward full payment by one of the following methods:-
 - i Cash
 - ii A cheque made payable to Brookthorpe Village Hall
 - iii Directly in to the Village Hall Bank Account.
- d. If for any reason the time of the booking needs to be varied or cancelled it is important that the Secretary or one of the other key holders is contacted as soon as possible.
- e. If anyone wishes to view the premises beforehand, arrangements should be made by telephoning the secretary or alternatively one of the other key holders listed below.
- f. Following the hire, the premises will be inspected and if satisfactory the hirer will be contacted to arrange for the return of the deposit.

2. Charges

- a. Hourly Charge (this includes any setting-up or clearing-up time)

Residents of Brookthorpe & Whaddon	£9.00
Private Individuals / Voluntary Organisations	£11.00
Businesses	£13.50
- b. Hire of Kitchen £20.00
- c. Returnable Deposit £40.00

All charges will be reviewed annually.

3. Entry

Entry to the hall is via a keypad entry system. The number (together with operating instructions) will be supplied to the user the day before the date of the hire but will be withheld should all monies not have been received.

4. Conditions

- Please note that smoking is not permitted in the hall.
- If using the hall late at night, we would ask that due consideration be given to those living nearby when leaving the premises.
- The maximum number of persons allowed in the hall is 60. We ask that all exits remain clear during the time the hall is being hired.
- In the event of a fire, the village hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999. For information, the hall is situated on the A4173 (Stroud Road, Brookthorpe) in close proximity to Fagins (formerly the Four Mile House). The nearest postcode for the hall is GL4 0UR.
- Electric storage heaters are situated in the toilet area – we ask that the controls to these are not changed or interfered with in any way.
- All chairs & tables must be returned to their original position after use. It is essential that the floors are swept and surfaces cleaned before the building is vacated. With the hall in constant use there is often insufficient time for the hall to be cleaned between events.
- If using the kitchen, hirers are requested to bring their own tea towels.
- The piano has been donated to the hall by one of the parishioners. It would be appreciated if it was not abused and items of food and drink particularly not placed on it. It is normally kept locked so should it be required for any event, then this should be indicated when hiring the hall.
- We ask that cars are parked on the asphalted area and not on the grass.
- If a bouncy castle is hired please note that it will not be covered under the Village Hall insurance and so separate arrangements should be made. Bouncy Castles cannot be erected in the hall and so can only be used outside.
- Should the hall be booked for a business or an event for profit then the hirer concerned should be adequately insured to cover potential liabilities.
- Any accidents occurring should be entered into the Accident Log & then reported to the secretary.
- Any faults or damages must be reported to the secretary as soon as possible so that they can be rectified promptly.
- The responsibility for the premises during the hiring rests with the person who made the original booking; it is therefore essential that that person is on the premises for the duration of the hiring period.

We ask that hirers are particularly aware of the following:-

- **All rubbish must be taken home.**
- **Other equipment in the hall should not be used or tampered with unless its use has been negotiated with the committee.**
- **On leaving the building it is essential that a thorough check is carried out to ensure that all external doors are shut securely and that all electricity is switched off with the exception of the security light which should be left switched on. Checks should also be made in the kitchen and toilet areas to ensure that taps are not left running.**
- **Should the building not be secured and damage or loss occur to the building and/or contents then the particular hirer would be held responsible and the Committee reserves the right to withhold part or all of the Returnable Deposit.**
- **In addition a charge will be made if any damage occurs to the hall or its contents during the hire and the cost of repair or replacement exceeds £40.00.**
- Please note the building is fitted with a CCTV monitoring system.
- Finally, The Village Hall Committee welcomes comments or observations that people may have about the hire of the village hall.

5. Key Holders

Nigel Bone (Secretary) Tel: 01452 812628 / 07882 380844
Email: nigel.bone@btintenet.com

Eric Hibbert (Chair) Tel: 07578 880947

Vicki Smart Tel: 01452 814804 / 07720 499221

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